

SUPERVISOR WORKERS' COMPENSATION INSTRUCTIONS

When an employee gets hurt on the job, please follow these steps:

1. Assess the situation. Does the employee need to go to the doctor?
 - a. If the employee needs to see a doctor, call University Medical Specialties (473-2222) and inform them that the employee will be arriving for treatment.
 - b. If the employee does not need medical attention, administer first aid, if necessary, and complete the Supervisor's Accident Report Form (SARF).

NOTE: If the employee needs to see a doctor, he or she must go to University Medical Specialties and they must inform the medical center that this is a Workers' Compensation case. If the employee chooses not to go to University Medical Specialties and/or does not inform them that their injury is work related, then payment under Workers' Compensation insurance can be refused. If the employee is hurt after the University Medical Specialties hours, an on-call doctor can be reached by calling 473-2222. The option of the emergency room is also available but only in case of life-threatening situations.

2. As soon as possible call Workers' Compensation at 471-3886 and relate the situation and action being taken.
3. Fill out the SARF. If you do not have a copy, you can print one off at: <http://www.andrews.edu/HR/documents/sarf.pdf> or you can call ext. 3886 and have one sent to you. You may also submit it online.
4. Mail or fax the SARF to Human Resources, Attention: Workers' Compensation.
5. If the doctor informs the employee that work needs to be missed or restricted because of a work-related injury or illness, any paperwork from the doctor to indicate missed or reduced work **MUST** be forwarded to the Human Resources office.
6. If an employee has missed any work due to an accident/illness please call Workers' Compensation at 3886 before submitting time to Payroll.
7. Each day/week that the employee is out of work needs to correspond directly with a doctor's order for the missed/reduced work. Any notes, bills, or correspondence from or to the doctor or employee **MUST** be forwarded to the Human Resources Office.

Please inform the Workers' Compensation Coordinator of any changes in the employee's situation or condition as soon as possible.

Your assistance aids both the Workers' Compensation office as well as the employee in returning to normal work conditions quickly.

Thank you,
Workers' Compensation Coordinator
Human Resources - 0840
Phone: 471-3886
Email: workcomp@andrews.edu